

***OWL Workshop***  
***Case Manager Referral Form***



**NAME OF REFERRING ORGANIZATION**

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**Date of referral (dd/mm/yyyy):**

**Case Manager:**

**Phone number:**

**Email:**

**CLIENT INFORMATION**

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**Name:**

**Phone number:**

**Age:**

**E-mail address:**

**Mailing address:**

**Emergency contact information - Name:**

**Phone number:**

**Relation to client:**

**Is your client currently in receipt of E.I. benefits?      Yes      No**

**Is your client currently in receipt of Income Assistance?      Yes      No**

**What type of work is your client looking for (if currently known)?**

**Details:**

**Does your client have a résumé of any kind?      Yes      No**

**Which methods has your client utilized to help them in searching for employment?**

**Details:**

**DO ANY OF THE FOLLOWING AFFECT YOUR CLIENT'S ABILITY TO FIND/KEEP EMPLOYMENT?**

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**Lack of current job search skills?            Yes            No**

**Details:**

**Criminal record for which they have not received a pardon?            Yes            No**

**Details:**

**Any mental/physical health concerns that would interfere with their participating in the workshop and/or their subsequent employment?            Yes            No**

**Details**

**Any social/family circumstances that would interfere with their participating in the workshop and/or their subsequent employment?            Yes            No**

**Details:**

**Are his/her reading & writing skills adequate to meet the demands of the workshop materials?    Yes            No**

**Details:**

**How will the OWL Workshop be of benefit to your client?**

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**Please save this document for your records and email as an attachment to: [lisa.martell@jobjunction.ca](mailto:lisa.martell@jobjunction.ca)**

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